

# Preliminary Project Information Worksheet – Imaging for Local Governments

All Imaging services require your government to have an approved Records Management Policy and an SLR 500 Records Control Schedule OR SLR 508 Declaration of Compliance on file. Please contact us at 512-463-7610 and consult with your analyst if you are unsure or have further questions.

Step	Question	Yes	No
1a	Has the elected official or governing body approved a <b>Records Management Policy</b> ?	<input type="checkbox"/> go to Step 1b or 1c	<input type="checkbox"/> Complete a valid Policy Model and present to elected official or governing body to approve, then go to Step 1b or 1c
1b	Has an <b>SLR 500, Records Control Schedule</b> , been submitted to the State and Local Records Management Division of the Texas State Library? Has the retention schedule been approved on the SLR540, Certification and Approval Page, by the Texas State Library?	<input type="checkbox"/> go to Step 2	<input type="checkbox"/> complete the control schedule and submit for approval to the State and Local Records Management Division, then go to Step 2
1c	Has an <b>SLR 508, Declaration of Compliance</b> , been submitted to the State and Local Records Management Division of the Texas State Library? Has the Declaration adopting schedules been approved by the Texas State Library?	<input type="checkbox"/> go to Step 2	<input type="checkbox"/> complete the Declaration and submit for approval to the State and Local Records Management Division, then go to Step 2
2	<b>Retention Characteristics of Records</b> - Will the digital image become the official record?	<input type="checkbox"/> go to Step 3	<input type="checkbox"/> go to Step 4
3	<b>Texas State Library's Electronic Records Standards and Procedures</b> . If the answer to step 2 is yes, the Electronic Records Standards and Procedures (13 TAC 7.71-7.79) must be followed.	<input type="checkbox"/> go to Step 4	Contact State and Local Records Management Division to help evaluate
4	<b>Physical Characteristics of Records</b> - Is the condition of the records such that scanning is possible without damaging the documents, and will the information be legible?	<input type="checkbox"/> go to Step 5	<input type="checkbox"/> store inactive records, then go to Step 5
5	<b>Access and Retrieval Concerns</b> - Are there identified difficulties with using the records in paper form, such as inadequate control of records integrity, excessive retrieval time, the high cost of distributing multiple paper copies to different locations, or the need for simultaneous multiple access to the records?	<input type="checkbox"/> records should be considered for document imaging	<input type="checkbox"/> do not consider records for document imaging or explain other justifications for document imaging
6	<b>Complete Work Request for Digital Imaging Services (SLRM WR01Lb).</b> For assistance with the Work Request, call your analyst at the State and Local Records Management Division of the Texas State Library and Archives Commission, (512) 463-7610.		

## SUBMIT COMPLETED FORMS TO:

Texas State Library and Archives Commission  
Digital Imaging Services Contract Administrator  
State and Local Records Management Division  
PO Box 12927  
Austin, TX 78711  
512-463-7610

Submitted by: \_\_\_\_\_

Local Government: \_\_\_\_\_

